

# Student Welfare Guide To Living And Working In The UK

## Important Information Regarding Visas

### Introduction

All international students from outside the EEA need to obtain immigration permission to enter the UK, (commonly called a student visa). The UK government has introduced a new **Points Based System for Immigration** which has several 'Tiers'. The **Student Tier (Tier 4)** came into force on 31 March 2009.

By virtue of reading this document as a registered student, you clearly will have successfully acquired your student visa – congratulations! Your visa should have been issued to you for sufficient time to allow you to complete your studies. However, in certain instances you may find that you need to extend your visa before you leave the University.

Ultimately it is your responsibility to familiarise yourself with all the requirements of the Immigration Rules for Tier 4, The Immigration Rules and Policy Guidance for Tier 4 are available on the UK Border Agency website. However, this document is designed to assist you in the event that you need to extend your visa whilst studying.

### WHEN

An application for an extension of a Tier 4 visa **must** be received by UKBA **before** your leave expires. However, you are legally entitled to study if your leave expires while you are waiting for a decision on your application.

### HOW

You can apply by post or by personal appointment. The application forms are available either from the UKBA website or from the Registry and Student Welfare offices.

**The Student Welfare Department does not provide advice on visa renewals. This can be obtained from the UK Border Agency or appropriate Embassy. Student Welfare can assist with completion of the Tier 4 application form for use within the UK.**

You **must** provide Registry with proof of postage within **3 working days** of the date of postage. You are also obligated to keep Registry informed of developments in respect of your application.

### THE OUTCOME

If applying by post you will receive written confirmation of the outcome of your application. If applying in person, you will normally receive a decision on the day of your visit. You **must** provide Registry with sight of the decision within 3 working days of receipt. If your application is successful you must supply Registry with sight of your new visa.

### UNSUCCESSFUL APPLICATIONS

In the unlikely event that you have an unsuccessful application you must report to Registry **immediately** with the rejection documentation. **It is imperative that you act immediately in these scenarios as there may be time to make pre-emptive measures.**

**The University does not have discretion to allow students to continue to study without appropriate immigration clearance.**

# Registration with the Police

If the UK Entry Clearance or Residence Permit/Visa in your passport contains the statement: “**The holder is also required to register at once with the police**” or “**Register with police within seven days**”, you must register at the Buckingham Police Station within 7 days of your arrival.

You must provide:

- **Passport**
- 2 identical passport photos
- Registration fee
- **Original University admission letter or letter from Registry confirming your full name, course details, course date and duration**
- Letter confirming UK address or a tenancy agreement

You must re-register every time you extend your right to stay in the UK.

You must inform the police within 7 days of any change of address or any change in your conditions of stay.

For further information:

Buckingham Police Office  
Old Gaol, Market Hill  
Buckingham  
Open - Mon to Fri 09:30-14:00  
Disabled access - Yes  
Tel: 0845 8505505

## Employment and Obtaining A National Insurance Number

Students can work a maximum of **16 hours during term time** and unlimited hours during vacation. This also applies to internships and work placements. In order to work, you must apply for a national Insurance Number.

To apply for this, you must attend an interview with Jobcentre Plus. This will last about an hour and they will require you to bring certain documents with you such as those listed below.

To make an appointment, telephone **0845 600 0643** 08:00 - 20.00 Monday – Friday, and ask which documents you need to bring with you.

**You may require:**

- Passport
- National Identity card
- Birth certificate
- Full driving licence
- Home Office documents
- 2 or more passports if you are of dual- or multi-nationality
- Student-loan documents
- Student identity card
- Letter from the University of Buckingham, including course details

**Employment documents:**

- A letter from your employer
- Your contract of employment
- Details of any employment agencies you are registered with
- Evidence that you are actively looking for work
- In theory an Employer cannot refuse to employ or interview you because you do not have a National Employer Number.

The Employer issues you with a Temporary National Insurance Number for tax purposes.

# Driving in the UK

## What you need:

- A valid driving licence
- A valid insurance policy
- A valid MOT certificate
- A valid road tax disc

You will be fined/prosecuted and/or lose points for not having the above, as well as for:

- Not wearing a seat belt
- Speeding
- Dangerous driving
- Driving under the influence of alcohol or drugs
- Using a mobile phone whilst driving

Further information on driving in the UK please go to:

[http://www.ukcisa.org.uk/student/information\\_sheets.php#driving](http://www.ukcisa.org.uk/student/information_sheets.php#driving)

# International Students Opening Bank Accounts

British banks have special procedures for International Students, explained in more detail in a leaflet entitled "Opening a UK bank account", which can be obtained on the British Banking Association's website - <http://www.bba.org.uk/pdf/40746.pdf> . Essentially banks are required by law to see identification to prove:

- Who you are
- Your UK address
- Your student status
- The dates of your course

The account type the banks will generally open for you does not provide a chequebook or overdraft facility but does allow payment by electronic transfer, standing order or cash withdrawal. Some banks also offer debit cards such as Solo, which are a convenient method of paying university fees (generally free of bank charges).

## Opening a bank account *after* registration

As an example, the University's bankers, National Westminster, have confirmed their procedure as follows. You will need to show them:

1. A letter from the University confirming:
  - Your UK address, whether in a hall of residence or privately arranged
  - Your course title
  - The duration of your course
  - Your date of birth
2. Your passport. If you require a visa to live in the UK, its validity should end no earlier than the end date of your course.

Other banks have generally similar procedures, sometimes also wishing to record your permanent address overseas, which isn't usually a problem.

However, students should be aware that some banks also require the University to confirm that it has corresponded with that address, which can be a problem if the application was made from elsewhere.

## Opening a bank account *before* registration

Generally this **isn't possible**, because the University will not be able to provide the confirmation letter referred to above. The only exception is if you meet the conditions for opening an offshore account with a UK bank.

For example, National Westminster maintains offshore accounts at its Isle of Man branch. If you are interested in this option, please contact the student fees office. They will be pleased to pass your request to the local manager who will then contact you.

Tel: +44 (0)1280 820250

Fax: +44 (0)1280 820344

Email: [studentfees@buckingham.ac.uk](mailto:studentfees@buckingham.ac.uk)

### **Cash Machines**

- Tanlaw Mill (OTM)
- Verney Park: Franciscan Building
- Market Hill, Buckingham

# Student Welfare Guide to Local Health Services

The University does not provide health care on campus but local services are available.

## National Health Service treatment for overseas students

If you intend to study continuously for a minimum of six months, then you and your immediate family are entitled to free medical care from the National Health Service. You must register with an NHS doctor to obtain treatment.

## Ante-natal care

Ante-natal care is not always paid for under the NHS. This depends upon the hospital attended. Your midwife should be able to give you further information about this but note that students who enter the country pregnant usually have to pay for their ante-natal care

## Prescriptions

There is always a fee for prescriptions for registered patients. All students can apply for a reduction in fees using NHS form HC1, available from the doctor.

## Dental care

Most dental treatment in the UK is private and incurs a fee.

## Medical Certificate

If you are ill for more than a week, the doctor will issue you a Medical Certificate to give to Registry. If less than a week, you must write a note of your illness and give it to your school of study.

**For further information on health call NHS Direct:**

**0845 4647 or go to: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)**

# Living Off Campus

## Council Tax

Students living off-campus (not at home with parents), studying a course of at least **one year's** duration, may be exempt from paying Council Tax.

A Council Tax Discount Application form may be obtained from Student Welfare or Registry. If you **do not** complete the application form, you will be liable to pay Council Tax.

You will have to pay Council Tax before you register as a student and after finish your studies.

## Insurance

Students living in University of Buckingham Accommodation now have insurance cover for their personal possessions - full details are available via the following link:

[http://www.cover4students.com/student\\_insurance/products/contents/campus\\_blockhalls/buckingham/index.html](http://www.cover4students.com/student_insurance/products/contents/campus_blockhalls/buckingham/index.html) (external link)

Students who are concerned that their particular circumstances / possessions may not be covered by this insurance may apply to cover4students.com for extended cover at their own expense. The link above provides further details.

If students are **not** living in University accommodation it is strongly advised that they arrange their own insurance of personal possessions. Insurance is always much cheaper than replacing your belongings after theft or accident. If you are a UK student, you can ask your parents if there is any possibility of extending their home and contents insurance to cover your possessions while you are at University.